

**City of Watertown**  
**Vacant Homes Redevelopment Initiative**  
**Request for Proposals**



**INTRODUCTION AND OVERVIEW**

The City of Watertown is seeking proposals from developers and contractors for the rehabilitation and redevelopment of several residential homes located throughout the City of Watertown. The City has taken title to these homes through the tax foreclosure process and desires to work with local developers and contractors to complete a good quality rehabilitation of the properties to ensure that they no longer have a negative effect on the neighborhood in which they are located.

The goals of the program are to:

- Sell, rehabilitate, and reoccupy vacant and foreclosed City owned houses.
- Prioritize the redevelopment of vacant houses to provide home ownership opportunities for City residents.
- Coordinate redevelopment efforts in a manner that results in a positive impact for the surrounding neighborhood.

Rehabilitated and redeveloped properties may be resold to owner occupants or used as rental properties. Priority will be given to proposals where homes will be owner-occupied. If a developer plans to manage the properties as rentals, the proposal must identify a local individual or firm responsible for ongoing management and maintenance.

All proposals will be evaluated based on several criteria including the past rehabilitation experience of the developer/contractor, the proposed work scope, the amount proposed to be invested, the proposed purchase price, the proposed tenancy (owner-occupied or rental) and project timeline.

Developers/contractors will be responsible for obtaining all required permits, using lead-safe renovation practices, asbestos testing, proper handling, and disposal of asbestos containing materials in accordance with local, state, and federal requirements, and scheduling code compliance inspection(s) with the City Code Enforcement Bureau. The developer/contractor must comply with all applicable building codes and standards including the International Building Code. All work must meet or exceed the requirements of the City's Code Enforcement Supervisor.

The deadline for the submission of a redevelopment proposal for one or more of the subject properties is **Thursday, December 8, 2022, at 4:00 p.m.**

## AVAILABLE PROPERTIES

The following residential properties are owned by the City and are being included in this program for redevelopment.

- 531 Bradley Street, Parcel Number 1-15-204.000, Single Unit Dwelling
- 703 Franklin Street, Parcel Number 12-07-321.000, Two Unit Dwelling
- 802 Franklin Street, Parcel Number 11-09-123.000, Three Unit Dwelling
- 219-221 West Lynde St., Parcel Number 2-02-216.000, Two Unit Dwelling
- 427 Mullin St. West, Parcel Number 10-10-147.000, Single Unit Dwelling
- 135 Rutland St. North, Parcel Number 6-08-167.000, Four Unit Dwelling
- 244 Rutland St. North, Parcel Number 6-10-217.000 and 6-10-217.001, Single Unit Dwelling
- 256 Pleasant St. North, Parcel Number 6-13-213.000, Single Unit Dwelling

## MINIMUM PURCHASE PRICE

The City has established the following minimum purchase prices for the residential properties included in this program based on the amount that was owed to the City in back taxes, penalties, and interest at the time of foreclosure.

- 531 Bradley Street - \$ 3,402.22
- 703 Franklin Street - \$ 8,294.12
- 802 Franklin Street - \$ 9,181.11
- 219-221 West Lynde St. - \$ 3,084.62
- 427 Mullin St. West - \$ 7,745.86
- 135 Rutland St. North - \$ 9,016.29
- 244 Rutland St. North - \$ 3,457.33
- 256 Pleasant St. North - \$ 3,677.31

## DEVELOPER/CONTRACTOR SELECTION

Proposals will be evaluated on the following 100-point scale:

- **Proposed Tenancy (0-15 points).** A goal of the program is to provide good quality residential units that will positively impact the surrounding neighborhood. Priority will be given to projects that will result in owner-occupied homes.

In a multi-unit dwelling, the number of proposed units increases. (0 points)

In a multi-unit dwelling, the proposed tenancy is owner-occupied. (10 points)

In a multi-unit dwelling, the building is converted to a single-unit owner occupied. (15 points)

In a single-unit dwelling, the proposed tenancy is rental. (5 points)

In a single unit dwelling, the proposed tenancy is owner-occupied (15 points)

- **Developer/Contractor Experience (0-15 points).** To ensure that the proposed program results in good quality residential housing, past experience will be taken into consideration. Points will be awarded based on the number of good quality rehabilitation projects the developer/contractor has completed in the past 10 years. When providing a list of past rehabilitation projects,

proposers should list the address of property, the scope of rehab work completed, the approximate amount of the investment made and provide photographic evidence. In awarding points for this criteria, general knowledge about the properties from the City Code Enforcement Bureau and the selection committee will be utilized in addition to the provided information. Information on homes located outside the City may also be submitted to demonstrate past experience. General scoring will be as follows:

No previous rehabilitation experience. (0 points)

One previous, good quality rehab project. (5 points)

Two to five previous, good quality rehab projects. (10 points)

Five or more previous, good quality rehab projects (15 points)

- **Proposed Work Scope and Investment (0-20 points).** Listed within this Request for Proposals (RFP) is a description of the anticipated/desired work needed for each of the structures included in the RFP. This description was based on a site visit and inspection of each of the properties by City Staff. While it is not required to include every item listed in the anticipated/desired work list, a developer/contractor who proposes a more extensive proposed work scope that will provide higher quality units and a longer life span for the house will score higher for this criterion. Note that the developer/contractor must, at a minimum, bring the property into compliance with all building codes. To support and quantify the amount proposed to be invested, the submittal of cost estimates or quotations for the various work scope components is encouraged.

Proposed work scope and investment is minimal and does not address all desired or required work listed in the RFP. (0 points)

Proposed work scope and investment meets all desired or required work listed in the RFP and will bring the property up to livable standard. (5 points)

Proposed work scope and investment exceeds all desired or required work listed in the RFP, will provide good quality dwelling units and the dollar amount proposed for investment exceeds 25% of the current assessed value of the property (10 points)

Proposed work scope and investment exceeds all desired or required work listed in the RFP, will provide good quality dwelling units and the dollar amount proposed for investment exceeds 50% of the current assessed value of the property. (15 points)

Proposed work scope and investment exceeds all desired or required work listed in the RFP, will provide good quality dwelling units and the dollar amount proposed for investment exceeds 75% of the current assessed value of the property. (20 points)

- **Proposed Purchase Price (0-15 points).** A minimum purchase price has been established for each property that is part of the RFP. The price is based on the amount of back taxes that were owed at the time the City foreclosed on the property. Points in this category will be awarded based on the price proposed by the developer/contractor to purchase the property from the City.

Proposed purchase price is at the minimum purchase price. (5 points)

Proposed purchase price is 101-200% more than the minimum purchase price. (10 points)

Proposed purchase price is over 200% more than the minimum purchase price. (15 points)

- **Financial Capacity (0-15 points).** The ability of developer/contractor to provide or obtain financing for the proposed redevelopment and rehabilitation of the property.

Provides no or minimal detail regarding financial capacity. (0-5 points)

Provides written assurance from a bank or other financial institution that the developer/contractor has the financial capability to finance the project or has been approved for funding from the institution to finance the project. (5-15 points)

- **Proposed Project Timeline and Developer/Contractor Capacity (0-15 points).** The developer/contractor should submit a proposed project timeline beginning at the time of closing, through construction and to final occupancy as evidenced by a written schedule. The developer/contractor should discuss their ability to employ sufficient workforce capacity to achieve construction timelines and goals.

Provides limited information on proposed rehabilitation schedule. (0 points)

Provides schedule with key milestones indicating that the project will be completed within 6 months to 1 year. (5 points)

Provides schedule with key milestones indicating that the project will be completed in less than 6 months. (10 points)

- **Unique Elements of the Development Plan or Proposal (0-10 points).** Beyond the renovation of properties, any proposed unique strategies or partnerships that will be employed to meet program goals or other goals of the City.

## **OTHER INFORMATION**

To achieve timely completion of the proposed projects, the City of Watertown reserves the right to determine the number of properties awarded to each qualified respondent, to best meet overall project objectives, even if that means accepting a proposal from a developer/contractor whose proposal scores lower than another respondent. Proposals will be considered non-responsive and will be disqualified, if any of the following apply to the applicant or any organization/business the applicant is associated with:

- Delinquent in the payment of any current property tax, special assessment, special tax or charge or water and sewer bills to the city.
- A party against whom the city has an outstanding judgment.
- A party against whom the city has current building code violations
- A party who owned property in the city that, at any time within the past 10 years, the city acquired by means of property-tax foreclosure.

## **PROPERTY OPEN HOUSES**

The City will make each of the houses included in the program available for inspection by potential developers/contractors/applicants during the following dates and times:

- 531 Bradley Street, Tuesday, November 15, 2022, 8:00 a.m. to 9:30 a.m.
- 427 Mullin St. West Tuesday, November 15, 2022, 10:00 a.m. to 11:30 a.m.
- 703 Franklin Street Tuesday, November 15, 2022, 12:00 p.m. to 1:30 p.m.
- 802 Franklin Street, Tuesday, November 15, 2022, 2:00 p.m. to 3:30 p.m.
- 135 Rutland St. North, Wednesday, November 16, 2022, 8:00 a.m. to 9:30 a.m.
- 244 Rutland St. North, Wednesday, November 16, 2022, 10:00 a.m. to 11:30 a.m.
- 256 Pleasant St. North, Wednesday, November 16, 2022, 12:00 p.m. to 1:30 p.m.
- 219-221 West Lynde St., Wednesday, November 16, 2022, 2:00 p.m. to 3:30 p.m.

## **PROPERTY INFORMATION AND ANTICIPATED /DESIRED WORK SCOPE**

The following pages list general information for each property that is being included in the City of Watertown Vacant Homes Redevelopment Initiative as well as the anticipated/desired work scope for each, based on a preliminary assessment by City Staff. Note that the work scope is not intended to be all inclusive and/or the exact work scope that will ultimately be implemented. Whether the work scope includes all, less or more of the following, should be determined by the developer/contractor after an inspection of the property. All work must comply with all applicable building codes and standards including the International Building Code. All work must meet or exceed the requirements of the City's Code Enforcement Supervisor.

**531 Bradley Street, Parcel Number 1-15-204.000.** This property is an existing single unit dwelling, with three bedrooms, 1 bathroom and 1,584 square feet, located on a 46' x 130' lot with an Assessed Value of \$35,500. After a preliminary inspection of the condition of the structure by City Staff, the following work scope should be considered by a prospective developer/contractor. The exact work scope, whether it includes all, less or more of the following, should be determined by the contractor after an inspection of the property. The anticipated and desired work scope for this property is as follows:

Remove garbage, old furniture, and debris from interior of home

Replace entire roof

Repair chimney

Replace windows

Replace or repair damaged walls and ceilings in various parts of the house (water damage)

Replace or repair floor/ceiling joists in kitchen

Replace furnace and water heater

Upgrade electrical system

Remodel/replace bathroom

Remodel/replace kitchen

Repair/replace flooring

Replace or remove back porch

Clear brush around the property

Repaint throughout the interior of the home

Repaint exterior



**703 Franklin Street, Parcel Number 12-07-321.000.** This property is an existing two-unit dwelling, with four bedrooms, 2 bathrooms and 1,976 square feet, located on a 54' x 62' lot with an Assessed Value of \$110, 200. After a preliminary inspection of the condition of the structure by City Staff, the following work scope should be considered by a prospective developer/contractor. The exact work scope, whether it includes all, less or more of the following, should be determined by the contractor after an inspection of the property. The anticipated and desired work scope for this property is as follows:

Remove garbage, old furniture, and debris from interior of home

Replace entire roof

Repair chimney

Replace some windows

Replace furnace and water heater

Repair/replace plumbing

Replace or repair porch ceiling, railings, and roof

Replace or repair damaged ceilings

Remodel/replace kitchen

Remodel/replace bathrooms

Repair/replace flooring

Repaint throughout the interior of the home

Repair siding as needed



**802 Franklin Street, Parcel Number 11-09-123.000.** This property is an existing three-unit dwelling, with four bedrooms, 3 bathrooms and 2,145 square feet, located on a 66' x 165' lot with an Assessed Value of \$99, 200. After a preliminary inspection of the condition of the structure by City Staff, the following work scope should be considered by a prospective developer/contractor. The exact work scope, whether it includes all, less or more of the following, should be determined by the contractor after an inspection of the property. The anticipated and desired work scope for this property is as follows:

Remove garbage, old furniture, and debris from interior of home

Repair foundation

Replace entire roof

Repair or replace windows

Replace furnace and water heater

Repair siding as needed

Clean and/or paint siding

Replace or repair damaged ceilings

Remodel/replace kitchens

Remodel/replace bathrooms

Repair/replace flooring

Repaint throughout the interior of the home

Remove or repair small rear addition



**219-221 West Lynde Street, Parcel Number 2-02-216.000.** This property is an existing two-unit dwelling, with seven bedrooms, 2 bathrooms and 2,219 square feet, located on a 48' x 144' lot with an Assessed Value of \$45,700. After a preliminary inspection of the condition of the structure by City Staff, the following work scope should be considered by a prospective developer/contractor. The exact work scope, whether it includes all, less or more of the following, should be determined by the contractor after an inspection of the property. The anticipated and desired work scope for this property is as follows:

Remove garbage and debris from first floor and basement

Replace entire roof

Replace siding

Repair or replace windows

Repair/replace front porch

Replace furnace and water heater

Repair water damage to ceiling, walls, and floors

Remodel/replace kitchens

Remodel/replace bathrooms

Repair/replace flooring

Repaint throughout the interior of the home



**427 Mullin St. West, Parcel Number 10-10-147.000.** This property is an existing single-unit dwelling, with four bedrooms, 1 bathroom and 1,462 square feet, located on a 74' x 78' lot with an Assessed Value of \$88,880. After a preliminary inspection of the condition of the structure by City Staff, the following work scope should be considered by a prospective developer/contractor. The exact work scope, whether it includes all, less or more of the following, should be determined by the contractor after an inspection of the property. The anticipated and desired work scope for this property is as follows:

Remove garbage, old furniture, and debris from interior of home

Replace entire roof

Repair and clean siding

Repair or replace windows

Repair/replace front porch

Repair/replace furnace

Replace water heater

Repair/replace plumbing

Remodel/replace kitchen

Remodel/replace bathroom

Repair/replace flooring

Repaint throughout the interior of the home



**135 Rutland St. North, Parcel Number 6-08-167.000.** This property is an existing four-unit multi-family dwelling, with 3,837 square feet, located on a 66' x 165' lot with an Assessed Value of \$89,100. The property is in a Residence "C" zoning district which only allows multi-family dwellings with a Special Use Permit. The multi-family use was previously a legal nonconforming "grandfathered" use but has lost its grandfathered status as the building has been vacant for more than one year. A three-unit use would be allowed as of right, however, if the developer/contractor desires to reestablish the four-unit use, a Special Use Permit would have to be applied for and obtained from the City Council. Staff can assist the developer/contractor with the application process, but it is important to understand that if the Special Use Permit is not granted, the maximum number of units that would be allowed is three.

After a preliminary inspection of the condition of the structure by City Staff, the following work scope should be considered by a prospective developer/contractor. The exact work scope, whether it includes all, less or more of the following, should be determined by the contractor after an inspection of the property. The anticipated and desired work scope for this property is as follows:

Remove garbage and debris from interior of home

Replace entire roof

Repair and paint siding

Repair or replace windows

Repair/replace front and rear stairs

Repair interior stairs

Replace furnace

Replace water heater

Repair water damage to ceiling, walls, and floors

Remodel/replace kitchens

Remodel/replace bathrooms

Repair/replace flooring

Repaint throughout the interior of the home



**244 Rutland St. North, Parcel Numbers 6-10-217.000 and 6-10-217.001.** This property is an existing single-unit dwelling, with three bedrooms, 2 bathrooms and 1,693 square feet, located on two parcels approximately 66' x 150' in size with an Assessed Value of \$44,300. It should be noted that the garage on the property will be demolished by the City prior to the transfer of the property. After a preliminary inspection of the condition of the structure by City Staff, the following work scope should be considered by a prospective developer/contractor. The exact work scope, whether it includes all, less or more of the following, should be determined by the contractor after an inspection of the property. The anticipated and desired work scope for this property is as follows:

Remove garbage and debris from interior of home

Repair roof as needed

Repair/paint or replace siding

Remove/replace side deck

Remove/replace rear addition

Repair windows as needed

Repair/replace furnace

Repair HVAC duct work

Replace water heater

Repair water damage to ceiling, walls, and floors

Remodel/replace kitchen

Remodel/replace bathrooms

Repair/replace flooring

Repaint throughout the interior of the home



**256 Pleasant St. North, Parcel Number 6-13-213.000.** This property is an existing single-unit dwelling, with three bedrooms, 1 bathroom and 1,364 square feet, located on a 30' x 60' lot with an Assessed Value of \$37,400. It should be noted that the property does not have any available parking. After a preliminary inspection of the condition of the structure by City Staff, the following work scope should be considered by a prospective developer/contractor. The exact work scope, whether it includes all, less or more of the following, should be determined by the contractor after an inspection of the property. The anticipated and desired work scope for this property is as follows:

Replace entire roof

Repair/Replace chimney

Repair dormer

Repair/paint or replace siding

Remove/replace back deck

Replace first floor windows and doors

Replace basement steps

Replace furnace

Replace water heater

Repair water damage to ceiling, walls, and floors

Remodel/replace kitchen

Remodel/replace bathroom

Repair/replace flooring

Repair enclosed front porch ceiling

Repaint throughout the interior of the home



**City of Watertown  
Vacant Homes Redevelopment Initiative**



**Proposal Form**

**Note: If submitting proposals for more than one property, please submit a separate proposal form and supporting documentation for each property.**

Developer/Contractor name and address: \_\_\_\_\_

\_\_\_\_\_

Property address: \_\_\_\_\_

Existing number of units: \_\_\_\_\_

Proposed number of housing units after rehabilitation: \_\_\_\_\_

Proposed tenancy (owner occupied or rental): \_\_\_\_\_

Proposed purchase price: (see minimum purchase price list on Page 2) \_\_\_\_\_

Proposed rehabilitation investment (not including purchase price): \_\_\_\_\_

Proposed timeline for completion of improvements, in months, after closing on the property: \_\_\_\_\_

## **REQUIRED SUBMITTALS IN ADDITION TO PROPOSAL FORM:**

### **Developer/Contractor experience:**

On a separate page or pages, list the name and address of properties previously rehabilitated (in the last 10 years) by the developer/contractor or redevelopment entity. Include a brief description of the scope of work completed for each project along with the cost of the improvements. Before and after photographs are encouraged but not required.

### **Proposed work scope and investment:**

On a separate page or pages, list the proposed scope of work for the property that you are interested in purchasing from the City. Provide as much detail as necessary to give a clear understanding of the work that will be completed. A list of potential improvements has been provided in the property information section of the RFP. Along with the list of proposed improvements, provide an itemized cost estimate for each of the items proposed (i.e., roofing, siding, electrical, plumbing, etc.)

### **Financial capacity:**

On a separate page or pages, provide evidence that the developer/contractor has the financial ability to make the proposed investment. This evidence can be in the form of a letter of commitment from a financial institution or other funding entity or agency.

### **Other:**

On a separate page or pages, provide any unique strategies, plans or partnerships, if applicable, that will be utilized in the redevelopment of the property. List any unique elements of the proposed redevelopment plan or any other information that will be useful to the selection committee in making a recommendation on the proposed project.

### **Submittal Requirements:**

If submitting proposals for more than one property, please submit a separate proposal form and supporting documentation for each property. Each proposal must include the one-page *Proposal Form* that is part of the RFP document along with supporting documentation regarding developer/contractor experience, proposed work scope and investment, financial capacity, and other special information as outlined above. The deadline for the submission of a redevelopment proposal for one or more of the subject properties is **Thursday, December 8, 2022, at 4:00 p.m.** Submissions can be made by mail, hand delivery or electronic copy to:

Michael A. Lumbis, Planning and Community Development Director, [mlumbis@watertown-ny.gov](mailto:mlumbis@watertown-ny.gov)  
245 Washington Street, Room 305  
Watertown, NY 13601

**Questions:**

Please submit any questions about a particular property in writing via email to Michael Lumbis, [mlumbis@watertown-ny.gov](mailto:mlumbis@watertown-ny.gov) Questions will be accepted through Tuesday, November 29, 2022. Responses to questions and requests for information will be answered in writing and will be provided to all potential developers/contractors.

**Proposed Project Schedule:**

November 2, 2022: Vacant Homes Redevelopment Initiative Request for Proposals issued to potential developers/contractors.

November 15 and 16, 2022: Property open houses. (see schedule on Page 5 for dates and times).

November 29, 2022: Last day for questions or requests for information.

December 1, 2022: Responses to questions and requests for information issued by the City.

December 8, 2022: Proposal submittal deadline.

December 2022: Proposal review and ranking by City.

January 2023: Notification of selection and start of formal transfer of properties by the City Council.